



**POSITION TITLE:** State Investment Officer – Private Equity

**LOCATION:** Juneau, Alaska

**ORGANIZATION:** Alaska Department of Revenue  
<http://treasury.dor.alaska.gov/>

The Treasury Division of the Alaska Department of Revenue is the bank and trust center of the State of Alaska. The Division is located in Juneau, Alaska and provides cash management, unclaimed property management, debt management, and investment management for the State's retirement funds, its general fund, and numerous other funds and trusts.

#### **SCOPE AND RESPONSIBILITIES:**

In collaboration with the private equity team, this position is primarily responsible for sourcing, researching, and conducting due diligence on private equity investments. The position will also assist the investment team in portfolio analysis, monitoring of investments, and board presentations. The Private Equity portfolio represents a 14% target allocation of the overall fund. Specific duties are outlined below.

#### ***Principal Duties:***

1. Investment sourcing and due diligence
  - Assist in sourcing, tracking, and evaluating private equity investment opportunities
  - Maintain pipeline of investment opportunities
  - Participate in regular calls and meetings with GPs and advisors
  - Assist in and/or lead due diligence process on prospective investments
  - Develop and document investment recommendations
  - Coordinate legal process for subscription documents
2. Portfolio management and monitoring
  - Monitor and evaluate existing investments
  - Organize and review manager documents and reports
  - Manage cash flow pacing model
  - Assist with the preparation and presentation of annual plan to investment board
  - Prepare ad-hoc portfolio reports as directed
  - Analyze and recommend changes to private equity portfolio structure
  - Assist in and/or lead ad hoc research projects



3. Interface with fund accounting and compliance
  - Work with fund accounting and compliance staff on issues related to accounting, audits, administration, and compliance
  - Communicate private equity investment guidelines and policies to stakeholders
4. Other projects as needed

***Required Qualifications:***

- Bachelor's degree in Finance, Economics, Accounting, Business, Statistics, or a related field
- High level of critical thinking and attention to detail
- Self-starter with the ability to manage and complete tasks with deadlines
- Strong written and verbal communication skills

***Preferred Qualifications:***

- 2-3 years of relevant work experience at a pension fund, foundation, or endowment.
- Completion of or progress towards an advanced professional designation (e.g., CFA, CAIA)

***How to Apply:***

Cover letter, resume and professional references may be submitted to:

Chief Investment Officer  
Treasury Division  
Portfolio Management Section  
P.O. Box 110405  
Juneau, AK 99811-0405

Or FAX: 907-465-4397

Or EMAIL: [Sean.howard@alaska.gov](mailto:Sean.howard@alaska.gov)